**Shelley Williams**

## NELA Internship Weekly Activity Log

|  |  |  |  |  |  |  |  |  |  |
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| November | Teacher Observation | Teacher Evaluation | Teacher Meetings | Building Meetings | District Meetings | Community Meetings/ Contacts | Extra- Curricular Events | Management Tasks | Other |
| Monday  7 RRGSD |  | 1-Pre k |  | IEP meeting-parent no show |  |  |  | Student came with black eye at Prek. | Talked with two parents and one teacher (see reflection) |
| Tuesday  8 |  |  |  |  |  |  |  |  | NELA |
| Wednesday  9 Hollister |  |  | PLC on Common Core Math | IEP Meeting Debrief with Amason see below |  |  |  |  | Taught 2nd grade class |
| Thursday  10 | Walk through at prek (3 classes) |  |  |  |  | NCPK meeting |  |  |  |
| Friday  11 |  |  |  |  |  |  |  |  | Holiday, no school |

\*Reflection on this weekly log (include feedback from coach and mentor): On Monday, a student at the preschool came with his second black eye in 14 days. The teacher called social services. The parent came to school upset. I was not on site but at my office. The person “in-charge”, Freda, while I’m not there talked with the parent. Freda, the teacher and I spent time conferencing on the phone. I was scared of the parent and was glad Freda was there to handle it. These parents are scary anyway but to know they were mad made me nervous. I was thankful I didn’t have to handle it. I just don’t feel confident when handling that specific situation. I have talked to upset parents before but this was different.

Another parent called me and wanted to refer her child to EC. We talked at length about her options. That was an easy conversation. She felt like she had gotten the run around at school but I was able to help her look at all her options so she could decide what was best for her son.

At home, a teacher called me because she is concerned about the services the children are getting in her room. She feels like the EC teacher is not doing what she needs to be doing. I still don’t have a solution but I know I need to work with her principal in finding a solution.

With my mentor principal, we debriefed about a situation during 1st grade planning. One teacher was very upset the pacing guides. Mrs. Amason had to defuse the situation yet stand her ground. She also received a letter of complaint against the custodian at the preschool. The letter was very well written. We problem solved solutions to this issue. Mrs. Amason has to choose books to purchase for the library so I was asked to help edit the list.

The principal at the middle school has asked me to conduct evals on several ec teachers at his school.